



Memberton

WELCOMING THE WORLD!

Employment Opportunity

Job Title: Administrative Assistant (6-month term)
Department: Administration
Reports To: Executive Director

The Administrative Assistant will greet and assist the General Public, answer phones and e-mails, daily mail and fax distribution, minute taking, photocopying and prepare correspondence.

Duties and Responsibilities

- Greet visitors, ask nature of business and direct visitors to appropriate person.
- Provide general information to clients and the public in a courteous manner.
- Photocopy and collate documents for distribution, mailing and filing.
- Record and prepare minutes of meetings.
- Prepare correspondence, memos.
- Mail distribution.
- Assist other employees with travel arrangements.
- Maintenance calls on office equipment.
- General office duties.
- Perform other related duties as required.

Qualifications

- Must have Grade 12 or equivalent;
- Diploma/Certificate in Office Administration would be an asset;
- Experience with various computer software such as MS Office; and/or is willing to learn;
- Excellent oral and written communication skills;
- Excellent typing skills;
- Must have good organizational skills;
- Ability to deal with the public.

Preference given to Aboriginal peoples in accordance with the Aboriginal Employment Preferences Policy of the Canadian Human Rights Commission.

Applications/Resumes can be submitted to:
Memberton Human Resources Department
Attention: Richard Stevens
47 Autwen Ma'sl Awti
Memberton, NS
B1S 2P5

Or via email to: jobs@memberton.ca

DEADLINE FOR APPLICATIONS: Friday, October 6th, 2023 by 4:30PM AST

Thank you for your interest, however, only those selected for an interview will be contacted.